DDA 87-2430

MEMORANDUM FOR: Director of Communications

Director of Finance

Director of Information Technology

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security

Director of Training and Education Chief, Career Management Staff, DA

Chief, Management Staff, DA

Special Support Assistant to the DDA

FROM:

William F. Donnelly

Deputy Director for Administration

SUBJECT:

DA Nominations for the 1988 OPM

Women's Executive Leadership Program

- 1. The Office of Personnel Management (OPM) is accepting nominees for the 1988 Women's Executive Leadership Development Program (WELP), a 12-month career development program designed to prepare high-potential women and men for future opportunities as supervisors, managers, and executives in the Federal government. The program covers the following skills needed by supervisors, managers, and executives: direction and guidance of programs and projects; policy development; resource acquisition and administration; utilization of human resources; and review of implementation.
- 2. Each office is invited to nominate one person for this program. The deadline for getting nominations to the Directorate of Administration (DA) Senior Training Officer is 20 November 1987. A complete nomination packet consists of an updated SF-171 signed and dated by the applicant in ink, a statement signed by the first-line supervisor briefly assessing the applicant's potential as a manager and the likelihood of successfully completing the program, a completed Form 136, and a brief transmittal letter from the first-line supervisor that includes in list format the applicant's name, work and home telephone numbers, home address, agency and subgroup, and the first-line supervisor's name and work telephone number.
- 3. The WELP is open to full-time permanent employees in Grades GS-11 and GS-12, _____ Candidates must be either Category I or Category II and have a declared interest in becoming a manager. All applicants must demonstrate through performance that they have supervisory potential and have the ability, maturity, and capacity to handle independently twelve months of training and development activity.

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- 4. The Directorate will nominate two candidates whose names will be submitted to the Training Selection Board. These candidates will be selected by a panel consisting of a Deputy Office Director, the DA Senior Training Officer, and a current/former WELP participant. The panel will meet with the office candidates to determine which two are best prepared for this year-long experience. OPM will make the final selections after all candidates have been interviewed by an interagency panel. Agencies will be notified in writing by 29 January 1988.
- 5. The tuition is \$3,150 per person for the 12-month program. OTE will pay the tuition for two Agency participants. All other costs will be paid by the sponsoring component. Any others participating in the program will be paid for entirely by the sponsoring component. The tuition payment does not include travel costs, nor does it cover per diem expenses except at the Public Managers Workshop. While OPM encourages participants to plan developmental activities that will provide a breadth of exposure, participants in Headquarters offices are not required to complete any assignments outside their commuting area. The employing agency determines whether it wants to allow a participant to take a rotational assignment outside the commuting area.
- 6. Agency participants will be in full-time training status during the year. Career Management Staff of the DA will provide work space for DA participants during those periods when the person is not on assignment. T&A and PAR writing responsibilities will be assumed by the DA program coordinator. Individuals selected for the program will attend a five-day orientation in Washington from 15 to 19 February 1988, the Public Managers Workshop, and two weeks of OPM directed management training. They will also be enrolled in the Midcareer Course and other appropriate courses such as Managing in CIA and Leading People in CIA. Participants are also required to complete a one-week shadowing assignment with a federal manager at the GS-15 or above level, interview three federal executives, and complete two 60-day rotational assignments.
- 7. The program participant is principally responsible for finding the shadowing, interviewing, and rotational assignments; making the contacts; and going on informational interviews. Assignments should be developmental in nature and outside the immediate office. They may be in the parent organization, another government facility, or in the private sector. All assignments will be approved by the program coordinator and the nominating office prior to written agreement of the assignment by the host supervisor.
- 8. When the participant successfully completes the program, the nominating office will be responsible for identifying and offering supervisory opportunities within six months of his or her return to work.

William F. Donnelly

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Leadership Program

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DDA/CMS (17 Nov 87)

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